

## ***EXHIBIT CHECKLIST***

### **APPLICATION SUBMISSION PACKAGE**

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### **FINANCING**

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- ☐ Project Narrative
- ☐ Exhibit A: Application For Financing

### **SITE INFORMATION**

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- ☐ Exhibit B: Site Control
- ☐ Exhibit C: Utility Availability
- ☐ Exhibit D: Zoning
- ☐ Exhibit E: Priority Funding Area Designation
- ☐ Exhibit F: Site Map and Pictures
- ☐ Exhibit G: Environmental Assessment
- ☐ Exhibit G-1: Lead Base Paint

### **EXISTING PROJECT INFORMATION**

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- ☐ Exhibit H: Operating Statements
- ☐ Exhibit I: Relocation and Anti-Displacement Strategy

### **DEVELOPMENT TEAM**

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- ☐ Exhibit J: Contract Affidavit
- ☐ Exhibit K: Developer Experience
- ☐ Exhibit L: General Contractor Experience
- ☐ Exhibit M: Architect Experience
- ☐ Exhibit N: Management Agent Experience
- ☐ Exhibit O: Financial Statements
- ☐ Exhibit P: Local Small and Disadvantaged Business Enterprises
- ☐ Exhibit Q: Nonprofit or Public Housing Authority Participation and Community-Based Involvement
- ☐ Exhibit R: Local Support and Involvement
- ☐ Exhibit S: Tenant Service Plan

## **CONSTRUCTION INFORMATION**

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- ☐ Exhibit T: Cost Estimates
- ☐ Exhibit U: Schematic Documents
- ☐ Exhibit V: Building Evaluation Report

## **LEVERAGING AND COST EFFECTIVENESS**

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- ☐ Exhibit W: Other Financing Commitments
- ☐ Exhibit X: Long-term Subsidies

## **GENERAL DOCUMENTATION**

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- ☐ Exhibit Y: Waiver Requests
- ☐ Exhibit Z: Project Monitoring
- ☐ Exhibit Z-1: HOME Occupancy/Ownership Reporting Form and Certification
- ☐ Exhibit Z-2: HPTF Occupancy/Ownership Reporting Form and Certification
- ☐ Exhibit Z-3: CDBG Occupancy/Ownership Reporting Form and Certification
- ☐ Exhibit Z-4: HOME Occupancy and Rent Reporting Form and Certification
- ☐ Exhibit Z-5: HPTF Occupancy and Rent Reporting Form and Certification
- ☐ Exhibit Z-6: CDBG Occupancy and Rent Reporting Form and Certification
- ☐ Exhibit Z-7: CDBG Annual Beneficiary Reporting Form and Client/Beneficiary Survey
- ☐ Exhibit Z-8: DHCD/CDBG Client/Beneficiary Service Survey
- ☐ Exhibit Z-9: Monitoring Certification Form
- ☐ Exhibit Z-10: Fair Housing and Equal Opportunity (FHEO) Certification
- ☐ Exhibit Z-11: Section 504 Certification Form – DHCD Accessibility Requirement for Subrecipients and Section 504 Certification Form
- ☐ Exhibit Z-12: Lead Safe Housing Addendum

## ***EXHIBIT A: APPLICATION FOR FINANCING***

A Development Finance Division (DFD) Financing Application – Form 202 – must be submitted which reflects all aspects of the project, including estimated development and operating budgets and pro forma. The application for funding must include all applicable exhibits and attachments as described in this package. Four copies of the application, including all applicable exhibits and attachments, must be sent in separate three-ring notebook binders with each exhibit tabbed.

### **ATTACHMENTS**

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- ☐ Form 202 – DFD Financing Application (form attached – executed hardcopy mandatory)